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January 26, 1944.

MEAT INSPECTION DIVISION MEMORANDUM NO. 27
MARKET NEWS AND GRADING DIVISION MEMORANDUM NO. GM-33

To: Inspectors in Charge
FSCC Graders in Charge

From: G. E. Totten, Chief, Meat Inspection Division, and
F. J. Beard, Acting Chief, Market News and Grading Division
Livestock and Meats Branch

Subject: Joint Division Memorandum Implementing Livestock and Meats
Branch Memorandum No. 23

In accordance with Livestock and Meats Branch Memorandum No. 23, the Chief of the Meat Inspection Division and the Chief of the Market News and Grading Division are issuing this joint memorandum to be effective immediately. The memorandum sets forth the procedures covering the specification examination by Meat Inspection Division, for FSCC, of canned meat and canned meat food products, as well as other products in certain instances where no FSCC representative is available. The responsibility assigned to the Meat Inspection Division will extend to the point of final inspection after canning, including verification of the drained weight of canned products, as determined by cut-out tests. After canned meat and meat food products are released by the Meat Inspection Division, the Market News and Grading Division will be responsible for proper boxing and crating, supervision of loading and sealing of cars, and certification as to compliance with specifications. The procedures follow.

A. Method by Which Meat Inspection Division Will Bill Market News and Grading Division

The Meat Inspection Division will charge for services in connection with specification examination of canned meat and meat food products and will bill the Market News and Grading Division in essentially the same manner it bills other Government agencies for similar work. In computing the charge for specification examination work, the meat inspector should charge for the time required to perform those duties which are specifically necessitated by the specification examination work and which would otherwise not be required in the enforcement of meat inspection regulations.

While the inspector in charge normally will conduct specification examinations after he receives notice from the National FSCC supervisor that an establishment under his station has been awarded a contract for canned meat or meat food products, in exceptional

instances the vendor may request the inspector in charge to conduct specification examination of canned products for which the vendor has no contract, but which he plans to offer to FSCC. In such instances the inspector in charge should conduct the necessary specification examination work and report it on the form FDA-416-2 (superseding Meat Inspection Form 148-Revised), as indicated below.

1. Preparation of Form FDA-416-2. Except as noted in paragraph B, below, Form FDA-416-2 should be prepared in quadruplicate each week for each establishment under the station and should include all canned products for which specification examination was conducted at that establishment during the week. The form should be signed by the inspector in charge and filled out in the usual manner with the item "Destination" left blank. "FSCC" should be shown as the agency for which the examination was conducted. The body of the report should include identification of the product examined, specification number, name of contractor, quantity passed, and quantity rejected, with cause of rejection when this occurs. The Form should also show number of hours of specification examination time worked at each salary rate, and the total amount charged for examination of all canned products reported on the form. The table, "Daily Billing Rate on 22-Day Per Month Basis," which is attached to Finance and Accounts Division Memorandum No. A-26, issued August 31, 1943, should be used in computing the rate per hour of the employees performing the specification examination work.

Each inspector in charge should have prepared and maintained such subsidiary station records as may be necessary to prepare and support the weekly Form FDA-416-2. The results of cut-out tests should be reported on such records.

2. Distribution of Form FDA-416-2.
 - a. Original and one carbon - attached as supporting documents to Forms FDA-423 (superseding Form T-69) which are submitted to the regional Fiscal Office (see below).
 - b. One carbon - to the Meat Inspection Division in Washington, D. C., for its files.
 - c. One carbon - to the Meat Inspection Station for its records. This copy with supporting documents should be available to the FSCC grader as a basis for certification for specification compliance and for investigation of complaints and appeals.
3. Preparation of Form FDA-423. The weekly charges for service contained on Forms FDA-416-2 should be consolidated monthly (calendar-month basis) by the Meat Inspection Station on Form FDA-423. When a month ends on a Thursday or a Friday, the report

for that week on Form FDA-416-2 should be included with the monthly report (Form FDA-423) of the month just ending. In order to have a cut-off date at the end of the fiscal year, June 30, however, the reporting procedure given will have to be slightly modified so that the Form FDA-416-2 for the last week in June and the monthly Form FDA-423 for June will both end on June 30. The form, which need be signed only by the inspector in charge of the station and need not be countersigned by the local FSCC grader, should be submitted to the appropriate regional Fiscal Office in an original and two copies. The regional Fiscal Office should receive the forms not later than the fifth of the month. The original and one carbon of Form FDA-423 each should be supported by copies of the Forms FDA-416-2 included in that month's billing.

B. Stations Where No FSCC Grading Representative is Available.

When a contract is awarded to a federally inspected establishment for which no FSCC grading representative is available, it may be necessary for the Meat Inspection Division to perform all phases of the FSCC specification examination work, including supervision of loading and sealing of cars and the certification as to compliance with specifications. In such a case, the National FSCC supervisor in Chicago will get in touch with the Market News and Grading Division in Washington, which will ascertain from the Meat Inspection Division whether the station concerned can take on the assignment. If clearance is obtained from the Meat Inspection Division in Washington, the Market News and Grading Division will so inform the National FSCC supervisor who will transmit to the inspector in charge copies of the award and applicable specifications, if not already furnished. At the same time, the Meat Inspection Division in Washington will advise the inspector in charge that he will have full responsibility for performing all phases of the FSCC specification examination work involved in the award.

1. Preparation of Form FDA-416-2 When Meat Inspection Division Performs all Phases of Specification Examination. As the Custody and Disposition Division handles and identifies products on a carload basis, Form FDA-416-2 must be prepared on a carload basis, rather than on a weekly basis. In addition to the information on the form required by paragraph A-1, the form should include a certification that the product was prepared and packed in accordance with the applicable FSCC specifications and amendments, the name and full description of products as specified in Notice of Award, contract number, the number of items in each weight range, size and number of containers per case, total net weights, types of packaging, initials and number of car, bill of lading number,

and car seal numbers. (The vendor or shipper will be responsible for sealing the cars under railroad or packer seals.) The original and one carbon of Form FDA-416-2 which are given to the vendor should not include any information as to rejections of product or charges for billing.

2. Routing of Form FDA-416-2. Seven copies of Form FDA-416-2 should be prepared, the original and first copy delivered to the contractor, one copy forwarded to the National FSCC Supervisor, Mr. L. D. Tobin, 5 South Wabash Avenue, Chicago 3, Illinois, one copy forwarded to the Meat Inspection Division in Washington, one copy retained as a station record, and two copies transmitted to the regional Fiscal Office as supporting documents to Forms FDA-423. The forms destined for the contractor and the National FSCC Supervisor should be transmitted immediately; the forms destined for the other persons involved may be transmitted at the regular times.

C. Transition Period

The realignment of function which this memorandum contemplates cannot be accomplished overnight, but should be effected as rapidly as conditions in the individual establishment permit. Responsibility for working out the actual time for the transfer of function will be left to the inspector in charge of the Meat Inspection Station and the local grading supervisor of the Market News and Grading Division. These employees will be jointly responsible for seeing that the work is continued without interruption or change in policy and procedure. When the inspector in charge finds that within two weeks after receipt of this memorandum he cannot assume responsibility for specification examination of FSCC products in the process of preparation at establishments under his station, he should inform the Meat Inspection Division in Washington of the reasons and circumstances surrounding this fact and the approximate date by which he believes he could assume responsibility. The Meat Inspection Division in Washington will then get in touch with the Market News and Grading Division to work out an appropriate arrangement for handling the specification examination work in the establishment involved. In such a case, the local FSCC grader will continue to perform the specification examination work until such time as the local inspector in charge is in a position to take on this assignment.

D. Request for Additional Personnel by Meat Inspection Stations

In those few cases where an increase in personnel is absolutely necessary to effectively discharge responsibility assigned to the Meat Inspection Division by Livestock and Meats Branch Memorandum

No. 23, the inspector in charge will follow the usual procedure in requesting additional personnel. In connection with the request for prior approval of personnel from Washington, the inspector in charge should indicate that the personnel for which he seeks authority has been necessitated by FSCC examination work. After this approval has been obtained, the personnel action should be submitted to the regional office in the customary fashion.

E. Maintenance of "Memo" Record by Meat Inspectors

Graders of the Market News and Grading Division assigned to FSCC examination work have found it a very helpful practice to keep a simple "memo" record showing any variations in processing methods or other essential information pertaining to each batch or lot of meat examined for FSCC. This record has been particularly useful to FSCC employees in furnishing information to the National FSCC supervisor in reply to complaints which have been received on specific batches from consignees or others. For examples as to types and methods of maintaining such "memo" records and as to types of information which meat inspectors may be called upon to furnish, the Meat Inspection employees should feel free to consult with FSCC and Meat Grading employees. In this connection, meat inspectors should obtain from the meat graders and FSCC supervisors methods that have been developed to determine whether the various canned meat and meat food products comply with FSCC specifications.

F. Products Which do not Conform to Specifications

In the event that a product does not conform to specifications, the inspector in charge should, when he considers such action advisable, notify the National FSCC supervisor in Chicago using, wherever possible, the facilities of the leased wire. Nonconformance with specifications does not preclude the possibility of the vendor offering his product to FSCC based on the actual condition as determined by the inspector. In such an instance, however, an amendment to the award, noting the exceptions and conditions, will be issued by the Meat Purchase Division in Chicago.

G. Responsibility for Interpretation of Specifications and Settlement of Appeals

Area and regional supervisors of the Market News and Grading Division shall furnish technical direction and guidance, including interpretations of specifications, to inspectors in charge of Meat Inspection Stations where specification examination of canned meat products for FSCC account is conducted. The National FSCC Supervisor in Chicago for the Market News and Grading Division shall be responsible for interpretations of

specifications and settlement of appeals by vendors or consignees from decisions made by Meat Inspection employees in connection with specific products. In the interest of expeditious handling of such cases, this National FSCC Supervisor or his designated representatives shall be free to deal directly with inspectors in charge of the stations involved; and shall route two copies of all pertinent correspondence to the Livestock and Meats Branch in Washington for the information of the respective Division Chiefs.

H. FSCC Schedule 10

Schedule FSC-10 is in the process of revision and should be ready for distribution in approximately a month. Until copies of the new specifications can be furnished to the Meat Inspection personnel, copies of the present schedule FSC-10 with amendments will be supplied by Mr. Tobin only to those inspectors at stations which will have current responsibilities on FSCC specification examination work. Mr. Tobin will send each inspector in charge a copy of "Instructions to Graders", issued July 12, 1943, in which acceptance of FSCC canned meat products on the basis of cut-out tests is described. Mr. Tobin will also furnish each inspector in charge with the new revised Schedule FSC-10 when issued, subsequent amendments, and explanatory notices, as released. Should an inspector in charge find need at his station for additional copies of the material mentioned, he should request them of Mr. Tobin.

G. S. Tolbert

Fred J. Beard